

# JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent  
Full-time

☐ Permanent  
Intermittent

☐ Limited-term (Temporary)  
Length \_\_\_\_

☐ Formal Training and  
Development Assignment

Position Title: Investigations Assistant

Classification: Tax Technician

Location: West Covina Field Office

Section/Unit: Promotional & Lateral

Salary Range: \$2,495 - \$3,426

Number of Vacancies: 1-2

## Job Description: (includes typical duties)

Under the general direction of the Investigations Services Section Manager, the Investigations Assistant will provide complex technical support to the Manager and the Investigation Specialists. In this position the individual will develop potential cases, process purchase and service requests and answer our public telephone number. The individual must exercise tact and good judgment in telephone contact with suspects, state, federal and local law enforcement officers and other public contacts. The individual must clearly understand the extreme sensitivity of the investigation workload and maintain the confidentiality of all information in the Investigations Bureau.

## Required Knowledge, Skills, Abilities:

- Good organization, written and oral communication skills
- Ability to effectively manage time, be productive, work both independently and as a member of the Team
- Ability to be flexible in response to changing workload and priorities, handle multiple tasks, and work under pressure
- Willingness to travel overnight, maintain a valid California Drivers License, work odd hours and possibly assist in field enforcement activities as an evidence recorder

## Desirable Experience/Qualifications:

- Knowledge of and ability to use Microsoft Office products (ie: Word, Excel)
- Knowledge of and ability to use FTB's mainframe systems (ie: TI, ARCS, BETS, DMV, EDD, BOE, SOS)
- Knowledge of and ability to use various skip-tracing tools (ie: Lexis-Nexis, Data Quick, Internet Search Engines)

Mail or hand deliver your application by: January 28, 2009 – post marked by 5:00 pm

Telephone Number: (916) 845-2541

Address/Room Number: PO Box 550, Sacramento, CA, 95812-0550

Attn: Rick Biagi

Special Instruction: Hires will be contingent upon passing an extensive background check.

Please submit a State application form 678 and a statement of qualifications or resume that demonstrates meeting the required knowledge, skills, and abilities.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

**All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation.** The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

**"California State Tax Compliance:** As required by the department's rules of conduct, all employees of the Franchise Tax Board (FTB) must be in compliance with the California Revenue and Taxation Code. During the background investigation portion of the hiring process, FTB will review return information to verify California state income tax compliance. Any failure to comply with the California Revenue and Taxation Code may prevent you from being hired at FTB. If you think you may have any potential tax compliance issues, please call 1-800-852-5711 to resolve them prior to seeking employment with FTB."

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.